

MURPHY OR RONDOUT NEIGHBORHOOD CENTERS

- 1. Tables and chairs must be provided by USER GROUP.
- 2. Not available for rental after 9:00 PM or before 6:00 AM without special permission.
- 3. Payment required 1 month prior to event, Cash, Check, Money Order, Credit Cards
- 4. TRASH RULE - OUR PARKS ARE CARRY IN/CARRY OUT.
Take all of your trash with you. DO NOT LEAVE BAGGED TRASH BEHIND
Park employees will spot check parks at end of event.
You may opt to have your event trash removed by Parks and Recreation Staff for \$100, paid in advance and noted on your reservation. If prior arrangements and fees are not paid and trash is not taken out of the park, permit holder will be charged a minimum of a \$200 trash removal fee
- 5. If use of kitchen has been approved, it must be cleaned immediately following the event.
- 6. NO glass containers.
- 7. No food or beverages on gym floor or bleachers.
- 8. Use of facility for special event/fundraiser – Only City of Kingston Food Vendors/Restaurants can be utilized.

HASBROUCK STONE BUILDING

- 1. Building holds maximum of 75 people.
- 2. Permit holder only allowed in building at times specified on application.
- 3. Chairs and tables are guaranteed for inside of building only.
- 4. Available 9:00 AM to 8:00 PM only. Permit holders responsible for securing building.
- 5. Key can be picked up 9:00am-3:00pm on Friday prior to use.
- 6. Key must be returned no later than one business day after use or a fee of \$100 will be charged.
- 7. NO GLASS CONTAINERS.
- 8. NO HELIUM BALLOONS - NO OBJECTS MAY BE HUNG FROM CEILING FANS.
- 9. See Rule # 4 Above

FORSYTH NATURE CENTER GAZEBO ONLY (not pavilion)

- 1. Available first weekend in June through last weekend in September.
Monday through Friday 9:00am-6:30pm, Saturday and Sunday 9:00am-4:30pm
- 2. Rentals are limited to parties of no more than 30 people without prior permission.
- 3. Children must be supervised inside Nature Center at all times.
- 4. Please do not pick, destroy or trample plants.
- 5. ***NO harassment of animals will be tolerated.*** Your event will be terminated at the discretion of the Nature Center staff if any animal is harassed or harmed, or any portion of the facility is not treated with proper respect.
- 6. On-site facilities are limited to a portable toilet only. Regular bathrooms are available near the pavilion by the playground or at Dietz Stadium.

PARKS AND RECREATION DEPARTMENT
467 Broadway KINGSTON, NY 12402
(845) 481-7333 www.kingstonparksandrec.org Fax (845)331-2750

APPLICATION FOR USE OF PARKS/FACILITIES

DATE SUBMITTED _____ DATE(S) OF RESERVATION _____

PARK/FACILITY REQUESTED _____
(Rotary Park See Rule #6, Loughran Park Rule #7 Kingston Point Beach Rule #8)

TIME (SET UP/START) _____ (CLEAN UP/END) _____

DESCRIBE EVENT _____

ALCOHOL SERVED? _____ SOLD? _____ BAND/DJ? _____

EVENT OPEN TO THE PUBLIC? _____ # ATTENDING _____

WILL ADMISSION BE CHARGED? _____ IF YES HOW MUCH? _____

WILL EVENT BE PUBLICIZED IN ANY FORM OF MEDIA/POSTERS? _____

IF YES WHAT/WHERE? _____

ANY TENTS BOOTHS OR STRUCTURES? _____

PERMIT HOLDER INFORMATION (PLEASE PRINT)

NAME OF ORGANIZATION/GROUP _____

NAME OF PERSON (PLEASE PRINT) _____

ADDRESS, CITY, STATE, ZIP _____

PHONE (DAY) _____ (NIGHT/CELL) _____ (FAX) _____

As permit holder, I have read all of the rules and regulations regarding use of parks/facilities and consumption or sale of alcohol. I agree to abide by & enforce these regulations during my use of the facility

PRINT NAME _____ SIGNATURE _____

FEE SCHEDULE PAGE 2
RULES AND REGULATION PAGE 3 & 4

	<u>FEE STRUCTURE</u>	
PARK PAVILION RENTALS (see Rules pg 3)	*CITY RES.	NON-RES
Weekends & Holidays- Includes 8 picnic tables, bathrooms, electric	\$ 90.00/Day	\$130.00/Day
Weekdays - “ ” “ ” Includes 8 picnic tables, bathrooms, electric	\$ 55.00/Day	\$ 85.00/Day
Weekdays - YOUTH ORGANIZATIONS <i>(Sept-June, Mon-Fri)</i>	NO FEE	\$65.00
TRASH REMOVAL/KEY DEPOSIT	\$100.00	\$100.00
HASBROUCK STONE BUILDING (see Rules pg 4)	\$ 95.00/Day	\$135.00/Day
SOFTBALL FIELD PERMIT	\$ 5.00/2 HRS	\$ 45.00/hr lights
MURPHY OR RONDOUT CENTER RENTAL	\$225.00/8 HRS	
MAINTENANCE FEES (Min 3 hrs) in addition to rental fee	\$ 40.00/HR/PER STAFF	
FNC Picnic Area Reservation (see facility rules pg 4)	\$75.00	\$110.00

CHECKS MADE PAYABLE TO: CITY OF KINGSTON PARKS and RECREATION

****City Residents - people or organization paying general taxes to the City of Kingston***

As permit holder, I have read all of the rules and regulations regarding the use of parks/facilities and consumption or sale of alcohol. I agree to abide by and enforce these regulations during my use of the facility.

A. You must be 21 years or older to act as permit holder. Proof of identity and age is required. A copy of a valid driver’s license or other picture ID with name and age to be provided.

B. You must complete application online or at Kingston Parks and Recreation seven (7) days from the time reservation is requested. Park permit fee is due at time of application submission. Park permit fee is due at time of application submission and is non-returnable. In the case of a cancellation, a credit will be placed on your account or returned to your credit card, minus a \$25 cancellation fee, to be used on another parks facility/program within a year of issue. Cash (in office) Check (in office), Credit Card (online or in office) or Money Order (in office) is required.

C. No facility will be rented or reserved without 7 days notification.

D. NO glass containers are allowed in park areas.

E. Large events, picnics, or outings advertised in the media and/or open to the public are required to supply an insurance certificate. Insurance must be received 1 month prior to event naming the CITY OF KINGSTON PARKS AND RECREATION DEPARTMENT AND THE NAME OF THE FACILITY, as additionally insured in the amount of one million dollars. An insurance certificate can be requested for any event at the discretion of the City of Kingston. If a fee has been waived, an insurance certificate still needs to be provided by the user organization.

F. EMERGENCY Cell Phone Number: 845-332-8174. Call this number if a problem arises during your event outside regular business hours

G. Please print out your permit and keep it with you during your event. Permit holder has exclusive use of the above mentioned facility for approved length of time.

PARK RENTAL RULES AND REGULATIONS

1. Park rentals will cease by 8:00pm unless approved in advance. Permits for parks includes, bathroom facilities, electric and water where available and 8 picnic tables.
2. NO booths, tents or other structures allowed without prior permission.
3. NO vending.
4. NO glass containers.
5. TRASH RULE - OUR PARKS ARE CARRY IN/CARRY OUT.
Take all of your trash with you. DO NOT LEAVE BAGGED TRASH BEHIND
Park employees will spot check parks at end of event.
You may opt to have your event trash removed by Parks and Recreation Staff for \$100, paid in advance and noted on your reservation. If prior arrangements and fees are not paid and trash is not taken out of the park, permit holder will be charged a minimum of a \$200 trash removal fee.
6. ROTARY PARK AT KINGSTON POINT - This is a WALK IN park. Entrance gate will remain locked, no vehicles allowed past that point, including limos, caterers, band equipment etc. If you opt to sign out the front gate key, it is the responsibility of the permit holder to make sure no vehicles are parked anywhere inside the gate DURING your event. Vehicles may drop off equipment/people only and must be parked outside the gate. The gate must be locked after you leave. It is the permit holder’s responsibility to make sure no vehicles are left inside the facility AFTER your event. If vehicles are parked inside the facility during event or locked in after your event you will be charged a \$50 Key Fee.
7. LOUGHRAN PARK PAVILION - Users should use Manor Place parking lot
Vehicles are NOT allowed to pull next to pavilion. The playground is adjacent to the pavilion and vehicles would cause a safety hazard in the play area
8. KINGSTON POINT BEACH PAVILION- Rental of this pavilion does not give person/group permission to swim at the Kingston Point Beach. Swimming is NOT permitted unless lifeguards are present. No water is available at this pavilion. Picnic tables are not to be removed from pavilion.
9. Only 2 consecutive days in a 30 day period may be rented by any person, group organization.
10. Advertising banners, posters or signs may not be posted on park property any sooner than 24 hrs prior to event and must be removed immediately following the event.

